

Agenda Item Form

Agenda Date: 03/30/04

Districts Affected: N/A

Dept. Head/Contact Information: [Police Department, Cliff Walsh, (915) 564-7309]

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☐ General Fund
- ☒ Grant (duration of funds: 3 Months)
- ☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Renewal of contracts is necessary to provide the community with a Multi-Agency Referral System (MARS) to reduce the incidence of risk behaviors by offering direct and ancillary services for youth.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & benefits

Statutory or Citizen Concerns:

None Expected

Departmental Concerns:

None Expected

2004 MAR 29 PM 3 26

CITY CLERK'S OFFICE

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **ARACELI SALCEDO**, to assist the Police Department as a Multi-Agency Referral System (MARS) Coordinator at a biweekly rate of \$1,105.29 for 40 hours per week. The term of the contract shall be for the period of April 3, 2004 through August 31, 2004.

APPROVED this 30th day of March, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **ARACELI SALCEDO**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Police Department, desires to employ the Employee as a Multi-Agency Referral System (MARS) Coordinator; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Police Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about April 3, 2004 and be completed by August 31, 2004.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of One Thousand One Hundred Five and 29/100 Dollars (\$1,105.29) for forty (40) hours per week. Employee may be required to use own vehicle for response and will be reimbursed at the Standard Mileage Rate established by the Internal Revenue Service which determines this rate for reimbursing car expenses for a maximum of \$2,995.00. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in

the same manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Police Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent

by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Police Department
Attn: Interim Chief
2 Civic Center Plaza
El Paso, Texas 79901-1196

EMPLOYEE: Araceli Salcedo

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 30th day of March, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Araceli Salcedo

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

Richard Wiles, Interim Chief
Police Department

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 3/25/04

ATTACHMENT A

Multi-Agency Referral System (MARS) Coordinator

Summary

Under general direction administer MARS referral system; develop and administer comprehensive strategies through a collaborative, holistic approach including prevention and enforcement to reduce the incidence of risk behaviors.

Scope of Services

Plan, assist in planning, and coordinate with a coalition of community organizations/schools that will interact in programs and events offering direct and ancillary services for youth. Involves: surveying target population, community agencies and others to identify community norms and impact methods; establishing program goals and methods to measure achievement of program objectives; analyzing statistical data to determine feasibility and impact of initiatives; monitoring and evaluating the overall performance of program and recommending revisions; resolving problems relating to program operations by conferring with program participants, community agencies and other individuals. Collect and analyze statistical data and complete required reports and forms. Answer incoming phone calls and e-mails.

Promote public understanding and support of program. Involves: establishing liaison with representatives of public and private agencies and the general public to build coalitions to accomplish program initiatives; recruiting participants, preparing and delivering presentations to groups and individuals; preparing press releases and related information materials.

Perform related professional duties as assigned.

ARACELI SALCEDO

OBJECTIVE

Seeking a position in a facility where the possibility for expanding my skills and knowledge is available with the opportunity for advancement.

EMPLOYMENT

STUDENT SERVICES ASSISTANT
El Paso Community College

FEBRUARY, 2002 TO PRESENT
El Paso, Texas

Provide students non-routine academic/counseling information and referrals to support services. Assist with answering phones, scheduling appointments, greeting students, responding to questions and referring students to proper college offices and support services. Prepare forms, logs, databases, reports and memos. Disseminate informational materials to faculty staff and students. Screen and provide information to students during late walk in registration. Assist counselor with ESOL New Student Orientations and graduation. Assist with special projects and Hispanic Heritage Month activities.

CASEWORKER ASSISTANT
Communities In Schools

FEBRUARY, 1992 TO JUNE, 1999
El Paso, Texas

Interview student clients; define program eligibility and fill out Intake and Assessment forms. Process paperwork and follow up on referrals. Schedule and organize recreational cultural and educational field trips and presentations for students. Responsible for proper maintenance of caseload; documentation of service logs back up at risk criteria information and monitor student grades, attendance and behavior as needed. Prepare monthly reports, activity reports and service logs. Assist New Directions Program by providing and guiding teen parents and pregnant teens with needed services such as Day Care, Health Services and transportation to appointments.

EDUCATION

BACHELOR OF SCIENCE /SOCIAL PSYCHOLOGY
Park University

AUGUST, 2001 TO PRESENT
Ft. Bliss, Texas

ASSOCIATE OF APPLIED SCIENCE/HUMAN SERVICES
El Paso Community College

AUG. 1997 TO AUG. 2000
El Paso, Texas

RECEIVED

MAR 27 2003

HUMAN RESOURCES DEPT.
ADMINISTRATION